

WORK MEETING

AGENDA AND STAFF MEMO

**HEBER CITY CORPORATION
75 North Main Street
Heber City, Utah
City Council Meeting**

April 4, 2013

Work Meeting 6:00 p.m.

DISCUSSION ITEMS

- (Tab A)** Ryan Brown, Principal J.R. Smith Elementary, Discuss 500 North Sidewalk
- (Tab B)** Michelle Kellogg, 2013 Municipal Election Update
- (Tab C)** FYI: Utah Department of Transportation meeting with Cities Within Wasatch County, Thursday, April 11, 2013, 1:00 p.m.-3:00 p.m., County Administration Building, Commission Chambers, 25 North Main, Heber City
- Discuss City Manager Schedule for April
- Utah League of Cities and Towns Convention, April 10-12, 2013

OTHER ITEMS AS NECESSARY

Ordinance 2006-05 allows Heber City Council Members to participate in meetings via telecommunications media.
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In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Michelle Kellogg at the Heber City Offices (435) 654-0757 at least eight hours prior to the meeting.
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Posted on March 28, 2013, in the Heber City Municipal Building located at 75 North Main, Wasatch County Building, Wasatch County Community Development Building, Wasatch County Library, on the Heber City Website at www.ci.heber.ut.us, and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave on March 28, 2013.

Memo

To: Mayor and City Council
From: Mark K. Anderson
Date: 03/28/2013
Re: City Council Agenda Items

WORK MEETING

Ryan Brown, Principal J.R. Smith Elementary, Discuss 500 North Sidewalk (Tab A):

Ryan Brown has asked to meet with the Council to discuss safety concerns that he has with pedestrian access to J. R. Smith Elementary. The primary concern is kids crossing 500 North at the 200 East intersection. In looking at Ryan's request, it appears he would like to see sidewalk installed on 200 East with the intent to move the crosswalk midblock to the front of the school. See enclosed information provided by Ryan. In speaking with Ryan after he submitted this information, I think it would make the most sense to put sidewalk on 500 North between 200 and 300 East on the south side of the road if we wish to move the location of the crosswalk.

Because I received this information today, I have not had any time to discuss this issue with Engineering or the Police. I expect that I will have comments to pass to the Council next week.

Michelle Kellogg, 2013 Municipal Election Update (Tab B): Michelle Kellogg, City Recorder, recently attended Municipal Clerk training and wanted to update the City Council on changes to election law. Enclosed is a summary of election related topics that she will inform the Council about.

FYI: Utah Department of Transportation meeting with Cities Within Wasatch County, Thursday, April 11, 2013, 1:00 p.m.-3:00 p.m., County Administration Building, Commission Chambers, 25 North Main, Heber City (Tab C): Enclosed is a copy of a letter the City received from UDOT regarding their annual presentation that will be made on April 11th.

Discuss City Manager Schedule for April: The Council should be aware that I am scheduled to attend City Manager and Finance Officer training in St. George from April 6-10 and April 16-19. Therefore, I will not be able to attend the April 18th City Council meeting.

Utah League of Cities and Towns Convention April 10th-12th :

DISCUSSION/ ACTION ITEMS

TAB A

Mark K Anderson

From: RYAN BROWN [RYAN.BROWN@wasatch.edu]
Sent: Thursday, March 28, 2013 11:12 AM
To: manderson@ci.heber.ut.us
Subject: J.R. Smith Elementary Packet Information
Attachments: SNAP Map.pdf; 1364490357521.jpg

Dear Mark,

Here is a copy of the current safe routing map. I would like to propose, for consideration, a sidewalk running down 200 East with the vision that the current crosswalk at 300 East eventually be moved to directly in front of the school. I believe this would be safer for the students and minimize the "jay" walking that takes place on a regular basis. Lt. Bradley can provide evidence of the "jay" walking. I just ran outside to take a picture looking South along 200 East in hopes it illustrates where I am proposing a sidewalk.

Sincerely,

Ryan Brown, Principal



Close Window

Print Page

Map Only

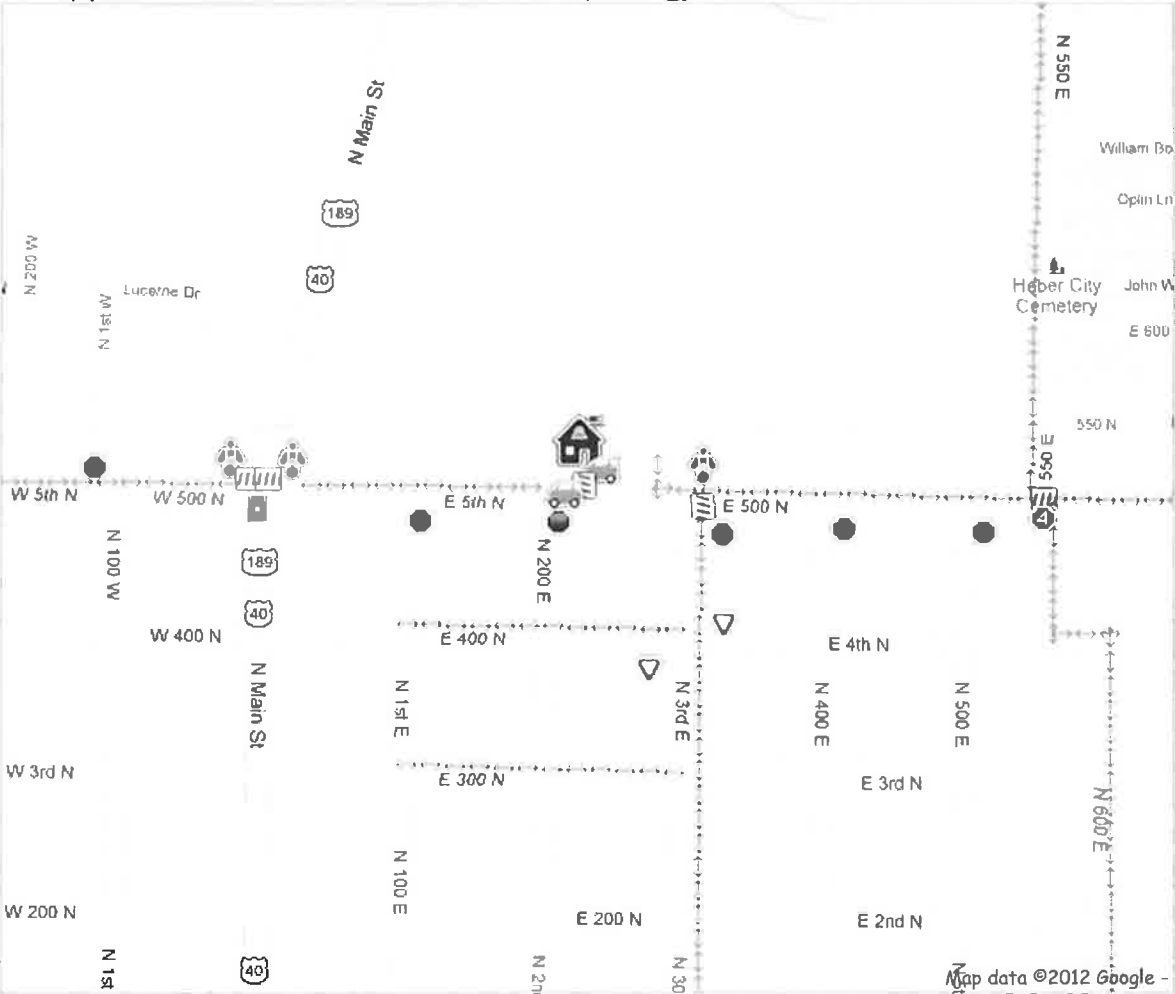
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Text Description Only

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Show All

JR Smith Elementary 235 East 500 North Heber City, Utah 84032
For help please contact Kim Powell at 435-654-5986 or at kpowell4@juno.com



Notes:

Para ver esta página en [English](#) - [Español](#)

Print Size: (8.5" x 11" - 11" x 17")

Route Key

Safest Walking Route

Icon Key

- | | |
|--------------------------|--------------------|
| School | Crossing Guard |
| Crosswalk-Horizontal | Crosswalk-Vertical |
| Traffic Signal | Stop Sign |
| Four-way Stop Sign | Yield Sign |
| Student Drop-off/Pick-up | |



TAB B

2013 Municipal Election

- **Primary and General Election Dates**
- **Filing Period**
- **Candidate Orientation**
- **Poll Locations**
- **Order of Names on Ballot**
- **Absentee Ballots**
- **Early Voting**
- **Voting ID**
- **Financial Disclosure**
- **Recount**



2012-2013 Master Ballot Position List

1-C	9 - R	17 - M	25 - A
2 - S	10 - U	18 - W	26 - B
3 - T	11 - K	19 - Z	
4 - L	12 - P	20 - E	
5 - F	13 - N	21 - J	
6 - Y	14 - Q	22 - H	
7 - V	15 - O	23 - G	
8 - D	16 - I	24 - X	20A-6-305

TAB C



State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

DEPARTMENT OF TRANSPORTATION

JOHN R. NJORD, P.E.
Executive Director

CARLOS M. BRACERAS, P.E.
Deputy Director

January 25, 2013

TO: Wasatch County Commissioners, Mayors of Cities within Wasatch County
Utah Transportation Commission
UDOT Region Directors
Metropolitan Planning Organizations

SUBJECT: Annual Visits to Counties, including County and City Officials and Other Transportation-Related Persons

The time and place for the Utah Department of Transportation's meeting with **Wasatch County** and cities within Wasatch County is as follows:

Thursday, April 11, 2013, 1pm – 3pm
County Admin. Building / Commission Chambers, 25 N. Main, Heber City

We encourage attendance and representation from elected officials and staff personnel involved in transportation planning, design, construction, and maintenance. Please invite those you would like to attend this meeting.

At this meeting, we will discuss and answer questions about federal aid transportation funding and programs of interest to local governments. Also, your UDOT Region Representative will be in attendance to discuss upcoming state highway projects and to seek your input on better coordination between UDOT and local governments. New developments in many other areas will also be discussed that will help municipalities maximize the State and Federal transportation funding received.

If you have specific items or questions that you would like discussed please contact UDOT prior to the Annual Visit. Again, please note the date and time for your area listed above. The schedule is also included on the UDOT Local Government website at <http://www.udot.utah.gov/localgovernment>.

If you have any questions or comments about these visits, please contact Daniel Page, UDOT Local Government Programs Engineer at dpage@utah.gov (801) 633-6225.

Sincerely,

Daniel W. Page, S.E.
Local Government Programs Engineer

DP/jh

REGULAR MEETING

AGENDA AND STAFF MEMO

HEBER CITY CORPORATION
75 North Main Street
Heber City, Utah
City Council Meeting

April 4, 2013
7:00 p.m.
Regular Meeting

TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE CHANGED AS TIME PERMITS

Pledge of Allegiance: Council Member Robert Patterson

Prayer/Thought: Mayor David Phillips

Minutes for Approval: March 21, 2013 Work and Regular Meetings

OPEN PERIOD FOR PUBLIC COMMENT

APPOINTMENTS

(Tab 1) Ryan Starks, Report on Heber Valley Tourism and Economic Development

ACTION ITEMS

(Tab 2) Mark Miller, Request Approval of Proposed Plat Amendment to the Miller Lot Split located at 355 South 100 West

(Tab 3) Appointment of Member to the Board of Adjustment

(Tab 4) Ordinance 2013-05, An Ordinance Amending the Consolidated Fee Schedule – Adopting New Secondary Irrigation Rates

(Tab 5) Resolution 2013-03, a Resolution Amending the Heber City Personnel Policy, Section 1.5 - Definition of Terms, Section 9.1 – At-Will Employees, Section 13.9 – Overtime and Compensatory Time, Section 13.13 – Vacation, Section 13.14 – Sick Leave, Section 13.19 – Workers’ Compensation, Section 14.4 – Breaks and Rest Periods

(Tab 6) Award Bid for 300 West Waterline Improvement Project

(Tab 7) Award Bid for Main Street Park Playground Replacement Project

DISCUSSION/ACTION ITEMS

CLOSED SESSION AS NECESSARY – PURPOSE TO BE ANNOUNCED IN MOTION
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Sale or Purchase of Real Estate

Ordinance 2006-05 allows Heber City Council Members to participate in meetings via telecommunications media.
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Posted on March 28, 2013, in the Heber City Municipal Building located at 75 North Main, Wasatch County Building, Wasatch County Community Development Building, Wasatch County Library, on the Heber City Website at www.ci.heber.ut.us, and on the Utah Public Notice Website at <http://pmn.utah.gov>. Notice provided to the Wasatch Wave on March 28, 2013.

Memo

To: Mayor and City Council
From: Mark K. Anderson
Date: 03/28/2013
Re: City Council Agenda Items

REGULAR MEETING

Ryan Starks, Report on Heber Valley Tourism and Economic Development (Tab 1): For the past several years, Heber City has contributed \$25,000 per year to this organization to support economic development activities in Wasatch County. Ryan Starks is coming before the Council to make a report of the activities of the Board and inform the Council how the City's contribution is being spent. Enclosed is a copy of PowerPoint that Ryan will cover with the Council. Financial reports will also be provided at the meeting.

Mark Miller, Request Approval of Proposed Plat Amendment to the Miller Lot Split located at 355 South 100 West (Tab 2): Mr. Miller is coming before the Council to obtain approval to amend the Miller Lot Split Subdivision. The purpose of the plat amendment is to place the driveway of Lot 2 entirely within the confines of Lot 2. The Planning Commission has reviewed the proposed plat amendment and is recommending approval. Staff would also recommend approval.

Appointment of Member to the Board of Adjustment (Tab 3): Mayor Phillips will be recommending Dallin Koecher to replace George Bennett on the Board of Adjustment. Enclosed is Mr. Koecher's resume for your review. The term of the appointment would be until January 1, 2014.

Ordinance 2013-05, An Ordinance Amending the Consolidated Fee Schedule – Adopting New Secondary Irrigation Rates (Tab 4): At the budget meeting held on March 21st, a majority of the Council indicated that they were ready to have this item placed on the regular agenda for consideration. Attached is an Ordinance proposing changes to the secondary irrigation rates that are consistent with the recommendations made by our consultant. Staff would recommend approval with the provision that the rates become effective on the May 1, 2013 billing. This would enact the new rate at the beginning of the new irrigation season.

Resolution 2013-03, a Resolution Amending the Heber City Personnel Policy, Section 1.5 - Definition of Terms, Section 9.1 – At-Will Employees, Section 13.9 – Overtime and Compensatory Time, Section 13.13 – Vacation, Section 13.14 – Sick Leave, Section 13.19 – Workers’ Compensation, Section 14.4 – Breaks and Rest Periods (Tab

5) For the past several weeks, the Personnel Policy Committee met to identify policies that they are recommending modifications to. Enclosed is a Resolution with proposed amendments presented in a redline/strikeout format. With regard to the specific changes, I would offer the following explanation:

Section 1.5 Definition of Terms: When the makeup of the Personnel Policy Committee was amended, this section was apparently overlooked. This proposed change denotes that employee representation on the Personnel Policy Committee consists of 1 at-will and 4 classified employees as opposed to 2 at-will and 3 classified employees.

Section 13.9 Overtime and Compensatory Time: This proposed change includes the Police Lieutenant position as a position exempt from overtime compensation. This change has actually been in effect since June 2012 and this amendment formalizes what has already taken place.

Section 13.13 Vacation: This proposed change eliminates the requirement for an employee to be employed by the City for six months before they are eligible to take vacation with pay. Also, there is a typo in Section D where the word “then” should be replaced with the word “than”.

Section 13.14 Sick Leave: This proposed amendment would allow employees to use sick leave when they are taking care of medical issues for family members that do not live in the same household but meet the criteria for funeral leave, those being: husband, wife, son, daughter, brother, sister, mother, father, step-son, step-daughter, step-brother, step-sister, step-mother, step-father, sister-in-law, brother-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, grandparents and grandchildren. Some recent issues that employees have experienced that have brought this issue up are as follows: taking aging parents to medical appointments, being with a child who is giving birth, a brother that had significant illness and so forth. Lastly, the funeral leave section number has changed from “13.19” to “13.20”.

Section 13.19 Workers’ Compensation: The purpose of this amendment is to provide clarity to employees about what they should do if they are injured on the job. It defines where they should go and what action should be taken depending on the severity of the injury. It also indicates that if they fail to follow the policy, disciplinary action could be taken.

Section 14.4 Breaks and Rest Periods: This eliminates the requirement that breaks can only be taken at the City shops if the job site is located at the shops and would give discretion to department heads to determine if some flexibility should be offered when employees have unique situations. For example, if Public Works employees are on a job site, they may need to leave the site to find a restroom.

The Personnel Policy Committee is recommending the above changes. I do not see any of the above policies having a significant impact on the City.

Award Bid for 300 West Waterline Improvement Project (Tab 6): The City has solicited bids for the replacement of 4 blocks of old undersized waterline on the west side of Heber. The project also includes the installation of 2 fire hydrants in areas that did not have adequate fire protection. Enclosed is a staff report and map of the affected area from Bart Mumford which recommends that the bid be awarded to BD Bush Excavation in the amount of \$261,855. Staff would also recommend approval. The City has obtained a \$116,266 Community Development Block Grant to help pay for the improvements.

Award Bid for Main Street Park Playground Replacement Project (Tab 7): The City received several proposals for the new playground equipment at the Main Street Park. Because Mark Rounds has been on vacation this week, staff will provide you with their recommendation and a summary of the proposals/pricing early next week.

Closed Session – Sale or Purchase of Real Estate:

MINUTES

1 **Heber City Corporation**
2 **City Council Meeting**

3
4 **March 21, 2013**

5
6 **7:00 p.m.**

7
8 **REGULAR MEETING**

9
10 The Council of Heber City, Wasatch County, Utah, met in **Regular Meeting** on March 21, 2013,
11 in the City Council Chambers at 75 North Main Street, Heber City, Utah.

12
13
14 **Present:**

15 Mayor
16 Council Members

David R. Phillips
Robert Patterson
Alan McDonald
Benny Mergist
Jeffery Bradshaw
Erik Rowland

17
18
19
20
21 **Also Present:**

22 City Manager
23 City Recorder
24 City Engineer
25 Planning Director
26 Chief of Police

Mark K. Anderson
Michelle Kellogg
Bart Mumford
Anthony Kohler
David Booth

27 **Others Present:** Brooks Harbertson, Todd Cates, Dick Jenkins, Anissa Wardell, Missy Felsted,
28 Andrew Felsted, Grant Felsted, and others whose names were illegible.

29
30 Mayor Phillips opened the meeting and welcomed those in attendance, including Boy Scouts
31 from troops 722, 1051, and 1054.

32
33 **Pledge of Allegiance:** Mayor David Phillips

34 **Prayer:** Council Member Erik Rowland

35
36 **Minutes:** March 7, 2013 Work and Regular Meeting

37
38 Council Member Mergist moved to approve the above listed minutes. Council Member
39 Bradshaw made the second. Voting Aye: Council Members Patterson, McDonald, Mergist,
40 Bradshaw, and Rowland.

41
42 ***OPEN PERIOD FOR PUBLIC COMMENTS***

43
44 Mayor Phillips opened to meeting to any who wished to address the Council. No comments were
45 given.

APPOINTMENTS

Brooks Harbertson, Peoples Health Clinic, Request for Funding Assistance: Harbertson gave a PowerPoint presentation to acquaint the Council with the services the clinic provided and the people served there. He stated the clinic moved to new facility which helped it provide quality healthcare. The cost per patient visit was \$60 and 85% of patients paid for part of the bill, averaging \$17 per patient.

Harbertson requested \$10,000 to help the clinic serve the patrons from Heber City. He noted most of the clinic's income came from grants, but none from federal funding. The clinic had 6,164 volunteer hours in 2012. He also explained the clinic did not provide any services that the Wasatch County Health Department provided.

Anderson noted that Intermountain Health Care provided healthcare at no charge under certain conditions. Harbertson commented that this clinic was a help to employers that couldn't provide healthcare to their employees.

Council Member Mergist hoped the City would donate at least a \$5,000 and possibly more, depending on the budget process. Harbertson stated every time the food bank came to Heber, the clinic also came to screen people and get the word out about the services provided there. He wanted to make more people aware of this clinic. He thought the new Affordable Care Act would reduce the 30 million uninsured people in the nation down to 25 million uninsured people, so this facility would still be needed.

The Council agreed to look at the \$10,000 request during the budget meetings.

ACTION ITEMS

Ordinance 2013-04, An Ordinance Amending Section 2.08, Mayor: Council Member McDonald thought the ordinance made the mayoral duties that were delegated to the City Manager clearer, but he encouraged the Council to also add more duties of the Mayor into the Code.

Council Member Patterson moved to approve Ordinance 2013-04, an Ordinance amending Section 2.08, Mayor. Council Member Rowland seconded the motion.

Voting Aye: Council Members Patterson, McDonald, Mergist, Bradshaw, and Rowland.

Todd Cates, Red Ledges Land Development, Requesting Final Subdivision Plat Approval for Plat 1M, a 12 Lot Subdivision, located in the Red Ledges Development on Red Knob

Way: Council Member McDonald moved to approve the Red Ledges Land Development request for Final Subdivision Plat Approval for Plat 1M, a 12 lot subdivision located in the Red Ledges Development. Council Member Mergist made the second.

Voting Aye: Council Members Patterson, McDonald, Mergist, Bradshaw, and Rowland.

Todd Cates, Red Ledges Land Development, Requesting Final Subdivision Plat Approval for Plat 1E, an Eight Lot Subdivision, located in the Red Ledges Development on Abajo Peak

Way: Council Member Mergist moved to approve the Red Ledges Land Development

1 request for Final Subdivision Plat Approval for Plat 1E, an eight lot subdivision located in the
2 Red Ledges Development. Council Member Bradshaw seconded the motion.

3
4 Voting Aye: Council Members Patterson, McDonald, Mergist, Bradshaw, and Rowland.

5
6 With no further business, the meeting was adjourned.
7
8
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11

Michelle Kellogg, City Recorder

1 **Heber City Corporation**
2 **City Council Meeting**

3
4 **March 21, 2013**

5
6 **BUDGET MEETING 4:15 p.m.**

7
8 **WORK MEETING 6:00 p.m.**

9
10 The Council of Heber City, Wasatch County, Utah, met in **Budget and Work Meeting** on
11 March 21, 2013, in the City Council Chambers at 75 North Main Street, Heber City, Utah.
12

13
14 **Present:**

15 Mayor
16 Council Members

David R. Phillips
Robert Patterson
Alan McDonald
Benny Mergist
Jeffery Bradshaw
Erik Rowland

17
18
19
20
21 **Also Present:**

22 City Manager
23 City Recorder
24 City Engineer
25 Planning Director
26 Chief of Police

Mark K. Anderson
Michelle Kellogg
Bart Mumford
Anthony Kohler
David Booth

27 **Others Present:** Logan Chamberlain, Brenda Chamberlain, Brooks Harbertson, and others
28 whose names were illegible.
29

30 Mayor Phillips opened the meeting and welcomed those in attendance.
31

32 ***BUDGET MEETING ITEMS***

33
34 **Secondary Irrigation:** Anderson referred to the budget packet regarding secondary irrigation.
35 Council Member Mergist asked if the developer had to acquire shares of water and turn them
36 over to the City as part of the development agreement. Anderson responded in the affirmative.
37 Council Member Mergist stated he didn't know how the City tracked water usage, therefore, he
38 was in favor of only charging for secondary irrigation during the months of usage. Council
39 Member McDonald suggested the Council talk to Steve Farrell, who was in charge of secondary
40 irrigation in Midway, and also speak with Devin McKrola regarding this issue. Council Member
41 Mergist stated that if he had to turn over water shares to build a home, he would never use the
42 amount he had to turn over to the City.
43

44 Anderson asked Mumford how much water a resident in a subdivision would relinquish to the
45 City. Mumford stated it would be .45 feet per house for indoor use and three acre feet per
46 irrigated acre. He thought one share of Wasatch Irrigation would cover three or four homes.
47 Mumford said he spoke with McKrola about secondary irrigation and McKrola felt that what an
48 irrigation company did with the secondary irrigation was different than what a City did with the
49 secondary irrigation.

1 Council Member Mergist stated he wouldn't support the rate change unless somebody was
2 brought in that could justify the rate. Anderson stated he would like to see a decision made
3 before the May 1st billing. He pointed out that with the study done concerning the capital projects
4 and revenues required to maintain the system, the rate should not be lowered or the City would
5 not meet its required revenue.

6
7 There was also discussion about ditch water users. Mumford stated the residents on Center Street
8 were not required to give any water shares before hooking onto the secondary irrigation system.
9 Anderson stated that water shares should be turned over to the City if residents wanted to hook
10 onto the system.

11
12 Council Member Rowland stated unless the City metered secondary irrigation, the rate would
13 always be a guess and the City would need to rely on the experts that recommend the needed
14 rate. Mumford stated the City did not make a total guess because he had a pretty good idea of the
15 usage of secondary irrigation if they had not received water services from the City prior.

16
17 Council Member Mergist felt a few residents would shoulder the cost of the infrastructure with
18 this proposed rate increase. Mayor Phillips thought a meeting should be scheduled to discuss
19 water in more depth. Anderson stated that secondary irrigation was a very complicated topic
20 because of ditch users, the users on Center Street, etc. Mumford stated there was a master plan
21 for secondary irrigation but a meeting would be useful.

22
23 Council Member Bradshaw was in favor of approving the rate increase for now, and then
24 studying the overall plan for water for the future. Council Member Rowland stated he was
25 satisfied with the study from Zions Bank, but he agreed that a study should be done. Council
26 Member Patterson also agreed to put this item back on the agenda.

27
28 There was discussion on making the secondary irrigation a flat rate to all users to cover the
29 operations and maintenance of the system and not charge based on lot size and usage. Mumford
30 pointed out that the community perceived that big homes on big lots should pay more.

31
32 **Update on Current Financial Condition 2012-2013 Budget:** Anderson reviewed the revenues
33 and expenses that were higher than anticipated this budget year. For the next fiscal year, he noted
34 health insurance would increase five percent, which was very favorable. Building permit revenue
35 decreased this year from last year, and Anderson estimated it would continue to decrease. There
36 was discussion on new businesses coming to Heber in the near future. Council Member Rowland
37 asked if building permits had declined. Anderson reported that last year there were building
38 permit revenues of \$420,000 and this year there were only \$320,000 in building permit revenues
39 thus far.

40
41 **Projected Revenues and Expenses – General Fund:** Anderson stated he projected \$255,000
42 more for revenue than expenses. Anderson referred to three different scenarios for wage
43 increases. He explained that he also had discussed with department heads the option of doing
44 away with step increases. He thought COLAs were necessary to remain competitive, but the
45 current system did not recognize high performers. Mayor Phillips noted the steps took away
46 cronyism, but acknowledged that the City didn't have a system in place for rewarding high
47 performers. Council Member Mergist expressed that he did not like the step system. Mayor
48 Phillips said managers needed flexibility for high achievers. Council Member Mergist stated

parameters could be set so a maximum increase was set but employees weren't guaranteed that increase, and it would require more supervision on Anderson's part to prevent cronyism. Those in favor of a 1.7% COLA: Council Members Mergist, Patterson, Rowland, and Bradshaw. They were also in favor of initiating a merit increase. Anderson stated the cost for the COLA would be \$66,000. A COLA and a 3% step increase would cost \$179,000, and a COLA and a 2% merit raise would be \$142,000. Mayor Phillips asked Anderson to put some figures together for the next meeting that would give the Council more details.

Anderson asked if Christmas bonuses for employees would be the same. Nobody opposed the bonuses.

City Council Discretionary Funds: Anderson stated the Unplugged program would not need funds as the payment would be made in the current budget year. Council Member Mergist favored contributing to High School Rodeo since it brought so many people to the valley who used hotels, restaurants and stores. Council Member Rowland wanted it in the budget but felt the County needed to make a request for a renewed commitment.

City Staffing: Chief Booth reported that the School District was optimistic in funding a school resource officer and he estimated they would make a contribution up to \$50,000. Anderson noted that the officer deployed to Camp Williams would either come back in April or terminate and continue working with the National Guard.

Anderson reviewed the other staffing requests including paid reserve officers, promoting a Police secretary to office manager, giving two Police Officer IIIs and two Sergeants step advancements, increasing the Animal Services Shelter Tech to full-time, and increasing the seasonal Parks/Cemetery employees to \$10 per hour. There was also a request for various promotions within the Public Works department, three new Public Works hires and two seasonal Public Works hires.

Anderson asked if the Council would like to hear the staffing and equipment requests from each department head. The Council agreed for Anderson to bring back the recommendations from the department heads, and it was not necessary to have each department make a presentation to the Council.

Surplus Funds: There was currently approximately \$1.3 million in surplus funds. Anderson explained in his packet there were recommendations for transferring the money to different funds. There was discussion on the airport runway rehab project. It was agreed to discuss where to transfer the funds at a later date.

Police/Court Building: Anderson provided a map of City-owned properties and estimated the values for each. The thought was to sell these parcels to help pay for a new Police building. Council Member Mergist was in favor of constructing the building where the Central School building stood because the City already owned it and wouldn't need to purchase additional property.

Anderson stated a company proposed putting in infrastructure to the City-owned industrial property by the airport in return for any proceeds above and beyond what the City wanted to get from the sale of the parcels.

1 The Council had mixed feelings on where to construct the Public Safety building, therefore,
2 discussion on this item was moved to a future meeting.

3
4 **Bonding Needs:** Anderson reviewed the items that would need to have bonds issued. Mumford
5 suggested replacing one block of meter vaults on Main Street, as well as the planned Broadhead
6 Tank lid replacement project and the Public Safety building. Council Member Rowland
7 requested an estimate on demolishing the Central School. Anderson stated one option of funding
8 that building was to add a public safety impact fee or property tax.

9
10 Anderson indicated some costs in addition to the \$5 million estimated for the Public Safety
11 building would be incurred in order to divert the channel of water under the land on the vacant
12 corner that was being considered, and to reconfigure the County parking lot. He stated with
13 regard to the bonding, the Council needed to figure out how to repay the bonds.

14
15 **Capital Requests:** Anderson referred to the spreadsheets for capital requests.

16
17 **Heber Valley Visitors Center Request:** Anderson noted that a request was submitted to update
18 the appearance of the Visitor's Center/Chamber of Commerce building. Council Member
19 Mergist thought the City had sidewalks that were in worse condition in other areas of the City
20 that needed to be repaired first.

21
22 The IT needs of the City were discussed. Council Member Mergist asked about police radios and
23 Anderson stated the City received \$100,000 in radios in the past weeks.

24
25 Anderson indicated his next step was to meet with department heads and come back with merit
26 raise proposals and manpower and capital requests. Council Member Rowland announced that
27 the County would no longer be requesting a big digital sign because they purchased a mobile
28 sign on a vehicle.

29 30 ***WORK MEETING ITEMS***

31 32 **Bart Mumford, Main Street Water Main Replacements at 200 South and 200 North:**

33 Anderson said Mumford proposed doing the waterline replacement before the stamped concrete.
34 All the Council agreed for Mumford to proceed.

35
36 Council Member Patterson asked about the 100 South sidewalk project. Mumford stated the
37 project should come in within the budgeted amount.

38
39 **Board Reports from City Council Members:** No reports were given.


40
41 With no further business, the meeting was adjourned.

42
43
44
45
46

Michelle Kellogg, City Recorder

APPOINTMENTS


TAB 1



Presentation to
the Heber City Council
Thursday, April 4, 2013

*An Overview of Heber Valley
Tourism and Economic Development*

By: Ryan Starks



Who is HVTED?

- Heber Valley Tourism and Economic Development is an interlocal agency tasked with destination promotion and local economic development
- HVTED is governed by representatives from Wasatch County, Heber City, Midway City, the Tax Advisory Board, and others
- HVTED is primarily funded through TRT and contributions from Heber City and Midway City
- The Heber Valley Chamber recently merged with our office

Office Overview

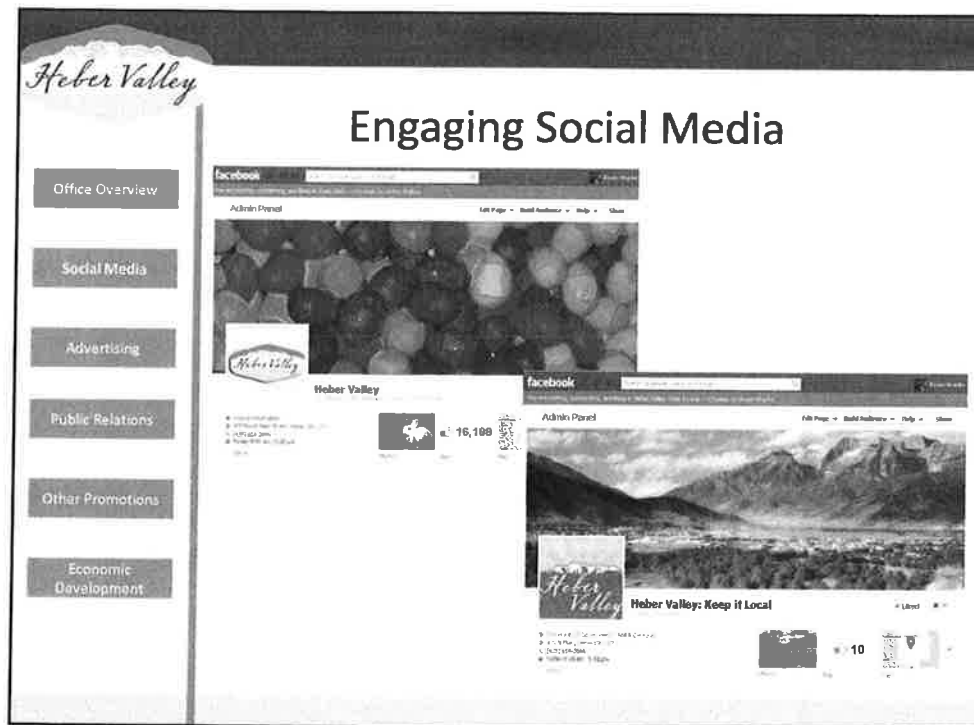
Social Media

Advertising

Public Relations

Other Promotions

Economic Development



Office Overview

Social Media

Advertising

Public Relations

Other Promotions

Economic Development

Engaging Social Media

Office Overview

Social Media

Advertising

Public Relations

Other Promotions

Economic Development

Print, Online, and Radio Outreach

Heber Valley

Print, Online, and Radio Outreach

Office Overview
Social Media
Advertising
Public Relations
Other Promotions
Economic Development

Experience Utah's fastest growing community for yourself

Contact us for your free relocation packet
www.gohobervalley.com 801-886-2371 info@gohobervalley.com

Heber Valley

gohobervalley.com 435-654-3666

Heber Valley

Leveraging the Media

Office Overview
Social Media
Advertising
Public Relations
Other Promotions
Economic Development

- We utilize a reputable PR firm, Intrepid, to generate opportunities to promote the Heber Valley
- This year we are beginning to do tradeshows in the following areas: Los Angeles, Dallas, and Las Vegas
- We seek opportunities to conduct FAM tours with local and national media to generate exposure for local attractions and events

Heber Valley

- Office Overview
- Social Media
- Advertising
- Public Relations
- Other Promotions
- Economic Development

Partnership Promotions

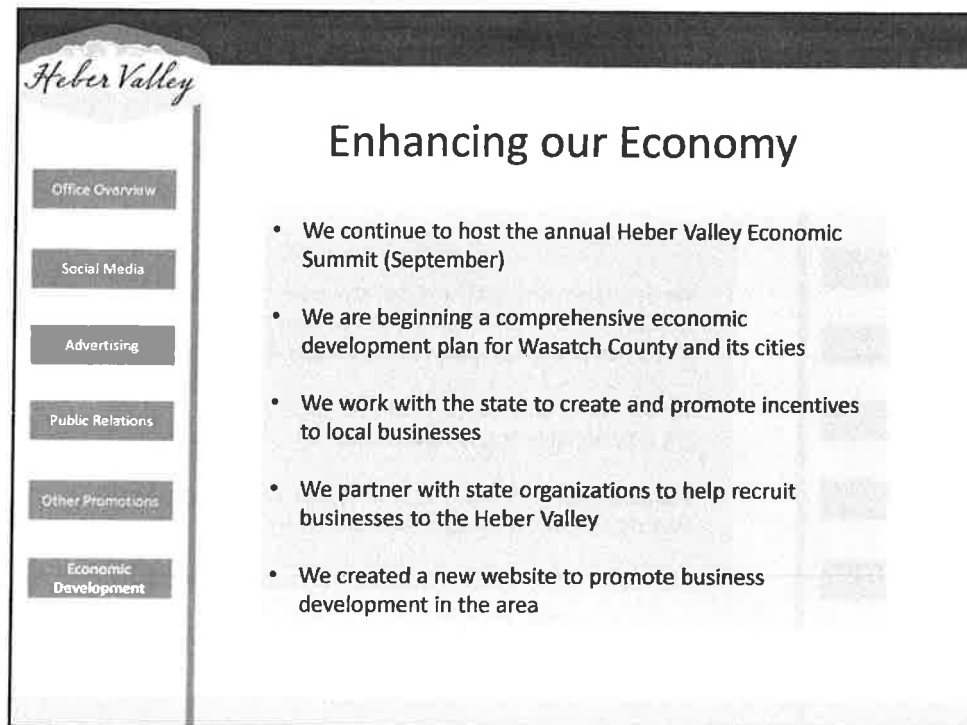
- We are partnering with Wasatch Mountain State Park, the Homestead/Zermatt Resorts, and Fairways Media to do a direct mailer golf campaign to the greater Phoenix area
- We partnered with the State of Utah to design and print the official Heber Valley Travel Guide
- We partnered with Red Ledges to update and improve the Welcome to Heber Valley billboard on HWY 40

Heber Valley

- Office Overview
- Social Media
- Advertising
- Public Relations
- Other Promotions
- Economic Development

Partnership Promotions

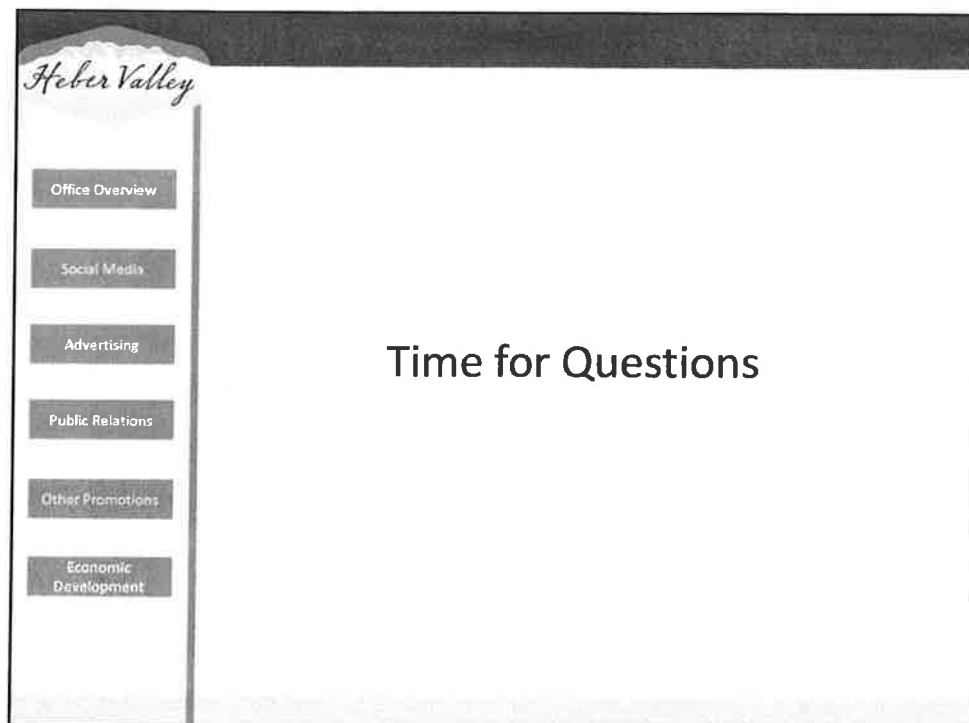




The slide features a dark header with the "Heber Valley" logo in a script font. On the left, a vertical sidebar contains seven buttons: "Office Overview", "Social Media", "Advertising", "Public Relations", "Other Promotions", and "Economic Development". The main content area has the title "Enhancing our Economy" and a bulleted list of five points. A faint background image of a mountain landscape is visible behind the text.

Enhancing our Economy

- We continue to host the annual Heber Valley Economic Summit (September)
- We are beginning a comprehensive economic development plan for Wasatch County and its cities
- We work with the state to create and promote incentives to local businesses
- We partner with state organizations to help recruit businesses to the Heber Valley
- We created a new website to promote business development in the area



This slide is similar to the previous one, with the same "Heber Valley" logo and sidebar. The main content area displays the text "Time for Questions" in a large, bold font. The background image of a mountain landscape is also present.

Time for Questions

ACTION ITEMS

TAB 2

Heber City Council
Meeting date: April 4, 2013
Report by: Anthony L. Kohler

Re: Miller Plat Amendment

Mark Miller, owner of both lots within the Miller Lot Split, located at 100 West and 300 South, is proposing a plat amendment to move the lot line between the two lots north. The properties are located within the R-3 Residential Zone. The proposed alteration retains a 20 foot setback for the corner lot, and at least 65 feet of frontage and 6,500 square feet of area for each lot. The property line adjustment will allow the driveway on lot 2 to be located entirely on lot 2.

RECOMMENDATION

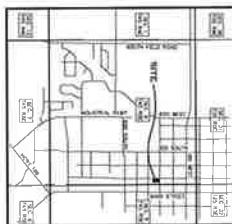
On March 14, 2013, the Planning Commission made a motion to approve the proposed plat amendment for the Mark Miller Lot Split located at the southeast corner of 300 South and 100 West as being consistent with the requirements of Chapter 18.60 R-3 Residential Zone.



Miller Plat Amendment

0 20 40 Feet





ADDITIONS	
LO 1	n ² m ² 5T 200 52N/TM
LO 2	125 52N/TM 160 m ² 5T

LINE DATA		
LINE	LENGTH	DIRECTION
11	4.18'	S02°34'01"W
12	3.98'	N02°34'01"W

NOTE: THIS PLAT AMENDS THE MILLER LOT SPLIT
ENTRY #318537 BY ADJUSTING THE LOT LINE BETWEEN
LOTS 1 & 2 THEREOF

SURVEYORS CERTIFICATE	
<p>FILED</p> <p>_____</p> <p>_____</p>	<p>BOUNDARY DESCRIPTION</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>OWNER'S DEDICATION</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>BASIS OF MEASUREMENT</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>ACKNOWLEDGMENT</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>ACCEPTANCE BY LEGISLATIVE BODY</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>PLANNING COMMISSION APPROVAL</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>WASATCH COUNTY RECORDER</p> <p>_____</p> <p>_____</p> <p>_____</p>

TAB 3

Dallin Koecher

295 E 2110 S Heber, UT 84032

435-671-8488

dwkoecher@gmail.com



EDUCATION

Masters of Public Administration,
Emphasis in Local Government
University of Utah Salt Lake City, Utah

December 2012
3.571

B.S. Journalism & Communication, Public Relations & Marketing
Utah State University Logan, Utah

July 2009
Cum Laude

PROFESSIONAL SKILLS AND EXPERIENCE

Leadership

- Trained in conflict resolution and negotiation management
- Served as a ballot judge in the Presidential General Election for Wasatch County in November 2012
- President-elect for the Utah Public Health Information Officer affiliate for 2012
- Elected as President of the Masters of Public Administration and Policy Student Association at the University of Utah in 2011
- Volunteered at Juvenile Diabetes Research Foundation on the committee over publicity
- Event Coordinator from 2008 – 2010 in charge of interviewing, hiring and training a crew of four part time student workers to work at sporting venues at Utah State University, and to run other events on campus

Administrative Skills

- Assisted in the development and implementation of an employee performance evaluation for the Wasatch County Health Department
- Organized two Quality Improvement projects, one focused on improving strategic planning implementation, and the other on improving external communications with the public of Wasatch County
- Received training and education in public budgeting and financing through course work at the University of Utah MPA Program
- Educated in sound policy creation techniques and practices, as well as policy analysis
- Strong working knowledge of public administration principles and practices including theory, administrative law, human resource management, and policy development
- Completed a Policy review project for Bountiful City in fall of 2010
- Coordinated and scheduled events at Utah State University in the Dee Glen Smith Spectrum and Romney stadium as well as other facilities, also performing regular office duties on campus for two years
- Maintained the billing and budgets for events ranging from athletic events like basketball, football, gymnastics and volleyball as well as other non university affiliated events

Computer

- Proficient with Microsoft Office, PowerPoint, and Excel, also have used all these programs including Outlook professionally for two years

Awards and Recognitions

- Utah City Managers Association Scholarship recipient 2011
- Richter 7 Public Relations Student of the Year Finalist in 2009
- General Music Scholarship 2003, Larry Smith Jazz Scholarship 2006
- Eagle Scout Award recipient 2001

WORK EXPERIENCE

Public Relations Coordinator, ***Wasatch County Health Department***, Heber, UT August 2011 to Present

Communications Intern, ***Mayor's Office SLC***, Salt Lake City, UT January 2011 to May 2011

Events Supervisor, ***Utah State Facilities***, Logan, UT August 2006 to May 2010

Senior Feature Writer, ***Utah Statesman***, Logan, UT August 2006 to September 2007

TAB 4

ORDINANCE NO. 2013-05

AN ORDINANCE AMENDING THE CONSOLIDATED FEE SCHEDULE **APPENDIX "A"** (**Consolidated Fee Schedule**) ASSOCIATED WITH AND PERTAINING TO THE SECONDARY IRRIGATION FEE SCHEDULE, TITLE 3.15 HEBER CITY MUNICIPAL CODE, REVENUE AND FINANCE.

BE IT ORDAINED by the City Council of Heber City, Utah, that Appendix "A" associated with Title 3.15 of the Heber City Municipal Code is amended as and pursuant to the attached Exhibit A. This Ordinance is adopted to reflect the City Council's decision to increase monthly secondary irrigation rates.

This Ordinance shall take effect and be in force from and after (a) its adoption, (b) a copy has been deposited in the office of the City Recorder, and (c) a short summary of it has been published in the Wasatch Wave, a complete copy has been published in the Wasatch Wave or a complete copy has been posted in three public places within Heber City but not prior to the _____ day of _____, 2013.

ADOPTED and PASSED by the City Council of Heber City, Utah this _____ day of _____, 2013, by the following vote:

AYE NAY

Council Member Robert L. Patterson

Council Member Alan W. McDonald

Council Member Benny Mergist

Council Member Jeffery Bradshaw

Council Member Erik Rowland

APPROVED:

Mayor David R. Phillips

ATTEST:

RECORDER

Date of First Publishing: _____

UTILITY FEE

Service	Fee	
Single Family Unit	\$	4.83
Multi Family =< 1 Acre	\$	4.83
Multi Family > 1 Acre	\$	3.77 Per Acre
Non Residential =< 1 Acre	\$	4.83
Non Residential > 1 Acre	\$	3.77 Per Acre
Maximum Fee for Any Parcel	\$	40.00 *

***Parcels shall not be combined.**

IRRIGATION

Service	Fee	
Ditch Irrigation	\$	12.00 per share with \$6.00 minimum
Secondary Irrigation		
Less than 6,000 square feet	\$	4.00 \$ 6.00
6,000 - 9,999 square feet	\$	8.00 \$ 10.00
10,000 -14,999 square feet	\$	14.00 \$ 15.00
15,000 - 19,999 square feet	\$	17.00 \$ 20.00
More than 20,000 per 1K square feet	\$	25.00 \$ 25.00

IMPACT FEES

Service	Fee	
Parks and Trails (Residential Per Lot)	\$	485.00
Streets and Transportation (Residential Per Lot)	\$	1,382.00
Multi Family Per Lot	\$	839.00
Non Residential Per Trip	\$	80.00
Culinary Water		
Residential (ERU)	\$	2,435.00
Fee Per .75" Meter (30 gpm max flow)	\$	2,435.00
Fee Per 1.0" Meter (50 gpm max flow)	\$	4,330.00
Fee Per 1.5" Meter (100 gpm max flow)	\$	9,741.00
Fee per 2" Meter (160 gpm max flow)	\$	17,317.00
Fee per 2.5" Meter (??? Gpm max flow)	\$	27,058.00
Fee per 3.0" Meter (350 gpm max flow)	\$	38,964.00
Fee per 4.0" Meter (1,000 gpm max flow)	\$	69,268.00
Pressurized Irrigation		
Residential	\$	653.00
Non Residential per irrigated square foot	\$	0.09
Sewer		
Fee per ERU	\$	1,242.00

Impact Fees are adjusted January 1st of each year based on prior year, December, ENR 20 City Index.

TAB 5

RESOLUTION NO. 2013-03

A RESOLUTION **AMENDING** THE HEBER CITY PERSONNEL POLICY: SECTION 1.5 - DEFINITION OF TERMS, SECTION 9.1 – AT-WILL EMPLOYEES, SECTION 13.9 – OVERTIME AND COMPENSATORY TIME, SECTION 13.13 – VACATION, SECTION 13.14 – SICK LEAVE, SECTION 13.19 – WORKERS’ COMPENSATION, SECTION 14.4 – BREAKS AND REST PERIODS

BE IT RESOLVED by the City Council of Heber City, Utah, that the Personnel Policy of Heber City is amended as set forth in Exhibit A.

This Resolution shall take effect and be in force from and after its adoption.

ADOPTED and PASSED by the City Council of Heber City, Utah, this ____ day of _____, 2013, by the following vote:

	AYE	NAY
Council Member Robert L. Patterson	_____	_____
Council Member Alan W. McDonald	_____	_____
Council Member Benny Mergist	_____	_____
Council Member Jeffery M. Bradshaw	_____	_____
Council Member Erik Rowland	_____	_____

APPROVED:

Mayor David R. Phillips

ATTEST:

City Recorder

Personnel Policy Proposed Changes

1.5 Definition of Terms

All terms, phrases and words as used in these policies and procedures shall have the meanings as defined in this section or as defined by common usage.

Appeals Board or Board. The Board shall consist of one member who is a member of the Utah State Bar in good standing, who is appointed by the Mayor with the advice and consent of the City Council. Utah Code §10-3-1106. (See Appendix)

Applicant. One who appears in person at the City Office Building or place designated, and is received by a representative of the City. This individual must have completed an employment application form that designates preference for a particular position and may attach a resume that contains pertinent required data. The person must meet minimum legal requirements for the position being sought.

Appointing Authority. An official or group of officials having the authority legally to make appointment to positions in the City.

Class. A group of positions sufficiently similar with respect to their duties and responsibilities that the same title may reasonably and fairly be used to designate each position allocated to the class, that substantially the same minimum qualifications may be required, and that the same schedule of compensation may be made to apply with equity.

Classified Employee. All full-time employees not specifically placed in the at-will status of the City.

Demotion. Any action taken by a supervisor, City Manager, Mayor, and City Council which results in a reduction in pay or position.

Disabled. One who (1) has a physical or mental disability that, for such individual, constitutes or results in a substantial disability to employment and (2) can reasonably be expected to benefit in terms of employability from vocational rehabilitation services. Also, one who is disabled means one who (1) has a physical or mental impairment that substantially limits one or more of one's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A disabled individual is substantially limited if he is likely to experience difficulty in securing, retaining, or advancing in employment because of a disability. Utah Code § 34A-5-102. and 42 USC 12102 (See Appendix)

Employee. A person legally holding a position, under any appointment or contract to hire, in the public service of the City.

Exempt Employee. Positions of a managerial, administrative, or professional nature, as prescribed by Federal and State Labor Statutes, shall be exempt from minimum wage and mandatory overtime payment regulations.

Full-time Employee. An employee who works at least 32 hours per week and has been lawfully retained in his/her position after successful completion of the probationary period, providing such position shall have been approved by the City Council.

Governing Body. The Mayor and the City Council of Heber City.

Grievance. A grievance is a dispute regarding the interpretation or application of any rule, regulation, policy, or procedure which exists under the personnel system of the Heber City Corporation, filed by any employee, alleging a violation of the terms, provisions, and/or conditions of his/her employment, except for issues dealing with wages, salaries, benefits, or other financially remunerative matters.

Intermittent Employee. A person who works unscheduled periods, on a non-classified service status, but accrues fringe benefits on a pro-rate basis.

Management. Management includes all supervisory personnel of Heber City.

Non-Grievance. A non-grievance is any matter or action taken by the City or any of its representatives for which relief is provided under the statutes of the State of Utah, or any matter specifically excluded from this set of procedures by provisions included herein, such as wages and salaries, or any policy decisions made by the City Council.

Performance Evaluation. Performance evaluations will be conducted annually, or more often as requested by the City Manager. The evaluation will be given by the supervisor of the individual, or by a designate named by the supervisor. Each employee will be evaluated in an objective and equitable manner.

Personnel Committee. An eight (8) member committee, composed of the City Manager (as a non-voting member) and two elected officials appointed by the Mayor and five (5) employees elected by the employees (~~12~~ at-will and ~~43~~ classified).

Permanent Part-Time Employee. A permanent part-time employee is hired without a pre-determined terminal point of employment and is scheduled to work 20 or more hours per week but less than full time.

Position Description. A written description of a position, consisting of a title, a description of duties, the essential functions of the job, and minimum qualifications as approved by the City Council.

Promotion. Movement of an employee from one class or position to another class or position having a higher salary range, and a greater degree of responsibility and difficulty.

Temporary Full-Time Employee. A temporary full-time employee is hired with a pre-determined terminal point of employment usually for a period of less than six months.

Temporary Part-Time/Seasonal Employee. A temporary part-time/seasonal employee is hired for a specific period of time usually for a period of less than six months.

Transfer. Movement of an employee from a related class or a related position with the same salary range, or the movement of an employee with his/her current position to another location within the City.

9.1 At-will Employees

Except as otherwise provided by law or ordinance, positions such as, City Manager, Chief of Police, City Recorder, City Treasurer, and City Attorney and Justice Court Judge can be terminated ~~with just cause~~ at any time by the Mayor with the advice and consent of the City Council. Retention of the Justice Court Judge is subject to Utah State Code 78A-7-203.

13.9 – Overtime and Compensatory Time

A. Overtime compensation is set by application of guidelines derived from the Fair Labor Standards Act, as amended, and the Utah Code where applicable. Overtime is defined as work in excess of forty (40) hours during any one work week. A work week is a regularly recurring period of 168 hours, or seven consecutive 24-hour periods. A work week begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday. Public Safety Employees, (POST Certified), utilize a work period of 28 days with a maximum of 171 allowable hours before overtime compensation is paid. Public Safety employees must work a minimum of 20 hours per week to qualify for retirement benefits.

B. If an employee needs to make up hours, the missed hours must be made up during the work week in which the hours were missed. An employee will not be compensated for hours not made up during that work week; i.e, an employee cannot work thirty (30) hours one week and fifty (50) the next and average the two weeks together. The number of hours worked over two or more work weeks cannot be averaged to avoid payment of overtime.

C. In emergency situations only, supervisors may request an employee to accept extra work on an overtime basis. Department determination of overtime needs is subject to review and approval by the City Manager. An emergency situation will be defined by the supervisor.

D. Overtime is intended to be used in emergency situations or under very unusual circumstances and shall be kept conservative commensurate with the best interests of the City.

E. An employee's claim on overtime exists only when management imposes requests or demands which cannot reasonably and customarily be satisfied within a normal work week. If an employee cannot accomplish necessary work in a given work week, the employee should inform the supervisor for a decision of whether overtime should be permitted.

F. An employee may not voluntarily work overtime; i.e., remain at the job and do work, take work home, or do any other type of work that the employee would be compensated for if their supervisor had requested such work to be done. In essence, wage and hour employees are not to work before, beyond, or outside their normal hours or are not to work overtime unless authorized. Supervisors shall prevent employees from engaging in such activities.

G. The amount of time given an employee for paid vacation or sick leave will not be included in calculating hours for overtime payment. Employees may choose to accept compensation for scheduled vacation in situations where vacation hours and hours worked exceed 40 hours at a straight time rate (when called out).

H. Overtime shall be paid at the rate of one and one half times the hourly rate of pay for the employee. Employees may not sign agreements to work at straight time.

I. The following positions are exempt from overtime compensation: City Manager, Chief of Police, Police Lieutenant, City Attorney, Justice Court Judge, City Engineer/Public Works Director, and Planning Director.

J. Employees have the option of either receiving pay or compensatory time for any overtime worked. An employee must indicate which choice they prefer when time sheets are turned in for each pay period applicable. Employees may not change the option once the time sheet has been submitted.

K. Employees may accrue compensatory time not to exceed 80 hours. If compensatory time is not taken within 60 days of being earned, the employee is to be paid at the current rate received by such employee.

L. Upon termination of employment, unused compensatory time shall be paid at the current rate received by such employee.

M. Employees shall be permitted to use compensatory time within a reasonable period after making a request if the department head or City Manager determine that the use of the compensatory time will not unduly disrupt department operations.

N. In situations where the Mayor and City Council have declared a "Disaster Emergency", employees who are called in to assist during the designated disaster period, regardless of the number of actual hours worked prior to the designated disaster period, will be paid at time and one-half for any emergency hours worked outside of, or in addition to, their normal schedule. Hours worked under those conditions must be paid hours and cannot be accrued as comp time.

In rate cases, under conditions designated by the Mayor and City Council as a declared "Disaster Emergency", exempt employees may be eligible for overtime pay as approved by the City Manager.

13.13 Vacation

A. The purpose of vacation benefits is to allow each employee time away from the job for rest, recreation and pursuit of non-employment objectives. The time when vacations shall be taken will be determined by the department head after considering the needs of the service and the seniority and wishes of the employees.

B. ~~Each full-time employee who has completed six (6) months of continuous service shall be entitled to vacation with pay.~~ Vacation credits for classified and full-time exempt service employees shall accrue as follows:

	YEARS OF SERVICE	ACCRUAL RATE
period	Hire date - 5 years	.83 days per month (10 days) - 3.08 hrs pay
period	5 - 10 years	1.25 days per month (15 days) - 4.62 hrs pay
period	10 years and over	1.67 days per month (20 days) - 6.16 hrs pay

C. On the employee's anniversary date, a maximum of thirty (30) days, (240 hours), vacation may be accrued by a full-time classified or full-time exempt service employee. A maximum of one-half of the employee's yearly vacation may be accrued in any anniversary year.

D. Vacation leaves in each department may be scheduled annually by the department head and shall be granted when it shall be convenient to the conducting of City and departmental operations. In the scheduling of such vacation leaves, department heads shall give due regard to seniority and the wishes and desires of employees. In no event shall vacation leave be denied any employee for longer than twelve (12) months from the date of his/her last vacation leave or the completion of his/her probationary period.

E. Upon termination of employment, the employee shall be entitled to any accrued vacation leave.

F. Upon death of an employee of the City, a lump sum payment for vacation time accrued to his/her credit will be made to the employee's beneficiaries or estate.

G. Vacation benefits shall be considered only to be time off with pay. Payment for time accrued in lieu of vacation time will not be allowed (only as mentioned upon the death or termination of an employee).

H. Employees may donate up to 40 vacation hours to be used as sick leave to other employees in any given year if the other employee has exhausted his/her sick leave. Donations of vacation time will not be counted as hours used in determining the maximum accrual that can be carried forward in any anniversary year.

13.14 Sick Leave

A. Sick leave shall not be considered as a privilege which an employee may use at his/her discretion, but shall only be allowed upon approval of the supervisor in the case of necessity and actual sickness, to meet medical appointments, or sickness prevention. Sick leave with pay can only be granted (upon approval of the supervisor) in the case of a bona fide illness of an employee or a member of the employee's immediate family as defined in 1-13-2019(B), ~~who live in the same household.~~

B. A full-time employee shall be entitled to one (1) working day for each month full-time service or major fraction thereof of actual service accumulated. There shall be no maximum limit on the amount of sick leave accrual.

C. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated on the same terms and conditions as are applied to other temporary disabilities.

D. Evidence in the form of a physician's certificate or certificate of illness, executed by the employee and his/her supervisor, may be furnished as proof of adequacy of the reason of the employee's absence during the time which sick leave was requested. Certificates may be requested by the department head, supervisor, or City Manager when there is an absence in excess of three (3) days or more or whenever there is a reason to believe sick leave privileges are being abused. No employee shall be entitled to sick leave while absent from duty because of disability arising from a sickness or injury purposely self-inflicted or caused by willful misconduct.

E. A person claiming sick leave with pay and any supervisor approving the same, or if it is shown that the claim was made or approved by such claimant or supervisor knowing that such claimant was not, in fact, sick or otherwise entitled thereto, shall be subject to loss of sick leave benefits. Other disciplinary action will be determined by the City Manager.

F. Employees may donate up to 40 sick hours to other employees in any given year. Donations of sick leave will not be counted against hours used for sick leave incentive.

G. Upon retirement or termination, accumulated sick leave will be paid at the current pay rate, for one quarter of the accumulated hours if the employee has been employed by Heber City for at least five (5) years. If the employee has been employed by Heber City for at least ten (10) years or more, 50% of the accumulated sick leave hours will be paid at the employee's current pay rate.

Section 13.19 Workers' Compensation

An employee injured during the performance of duty at work is covered by Workers' Compensation as provided by State law. An employee is eligible to receive Workers' Compensation payments and to supplement those payments with accrued sick leave, and/or vacation time to bring total compensation equal to the employee's present salary. (08192004cc, Renumbered, 08/19/2004; 04172003cc, Adopted, 04/17/2003, after complete review by the Personnel Policy Committee)

If An Injury Occurs

An employee who is injured on the job, no matter how slightly, must report the incident to their supervisor immediately. Employees may lose their right to workers compensation benefits if they fail to report injuries promptly. Supervisors must contact the City Recorder immediately if the injury is serious or if time off work is prescribed by the doctor. An "accident/incident" report must be filled out online by the employee and the City Recorder on all reported injuries by the next business day.

Medical

Employees requiring medical attention for an on-the-job injury that occurs during regular business hours must report to:

<u>Heber Valley After Hours Clinic</u>	<u>5 Minute Clinic</u>
<u>(inside Heber Valley Medical Center)</u>	<u>150 N. Main St., Suite 105</u>
<u>1473 S. Hwy 40, Suite F</u>	<u>Heber City, UT 84032</u>
<u>Heber City, UT 84032</u>	<u>435-654-1377</u>
<u>435-657-4400</u>	<u>Hours: M, T, TH, F, Sa, Su, 10:00 a.m.-</u>
<u>10:00 p.m.</u>	
<u>Hours: Weekdays 6:00 p.m. - 9:00 p.m.</u>	<u>Wed. 5:00 p.m. – 10:00 p.m.</u>
<u>Weekends 10:00 a.m. – 2:00 p.m.</u>	

For injuries occurring after these hours, the employee should go to:

Heber Valley Medical Center Emergency Room
1485 S. Hwy 40
Heber City, UT 84032
435-654-2500

Employees exposed to blood or having sustained a serious (life or limb) threatening injury should go to the emergency room at Heber Valley Medical Center. Serious injuries include compound fractures, pelvis and femur fractures, unconsciousness, uncontrolled bleeding, severe respiratory distress, major burns, spinal cord injury, shock, or poisoning. Call 911 in these instances and the paramedics will direct the care of the employee.

Urgent situations are those requiring immediate care but are not life threatening. Examples include bone fractures other than those listed above, or injuries requiring stitches. These types of injuries can be treated at the above listed clinics. Follow up visits can be scheduled with the employee's primary care physician.

Special Medical Procedures

Procedures such as surgery, MRIs, CT scans, physical therapy, and chiropractic sessions require prior approval from the City's Workers' Compensation Third Party Administrator. If an employee fails to obtain prior approval, the employee may be required to pay the entire bill for the unauthorized services.

Failure to follow the City's Workers' Compensation policies may result in disciplinary action.

14.4 Breaks and Rest Periods

All employees of the City will be allowed 2 (two) 15 (fifteen) minute breaks during an 8 (eight) hour work period. All breaks are to be taken on the job site. Any other location or situation(s) surrounding the break period can and should be authorized by the department head or their designee. Breaks can be taken at the city shops only if the job site is located at the shops.

TAB 6

HEBER CITY CORPORATION

STAFF REPORT

MEETING TYPE:	Regular Council Meeting	MEETING DATE:	April 4, 2013
SUBMITTED BY:	Bart L Mumford	FILE NO:	12009
APPROVED BY:	Mark K. Anderson		
SUBJECT:	2012 CDBG 300 WEST WATER LINE - CONTRACT AWARD		

PURPOSE

To obtain Council approval to award a construction contract to BD Bush Excavation for Heber City's 2012 CDBG 300 West Water Line Project.

RECOMMENDED ACTION

That the City Council authorize the City Manager to execute an agreement with the apparent low bidder, BD Bush Excavation, for an amount not-to-exceed \$261,855.00.

BACKGROUND/HIGHLIGHTS

The FY 2013 City Budget includes funds for the design, construction, and installation of an 8-inch culinary waterline and water laterals along 300 West between 400 North and 500 North, between 200 North and 300 North, and along 400 North between 300 West and 400 West, and along 300 South between 300 West and 400 West. The budget for this project is \$371,000. A CBDG grant in the amount of \$116,266 was awarded to Heber City for this project. This action is for the approval to award the construction contract. The engineering design and construction services are being provided by Horrocks Engineers.

A Public Hearing was held on May 17, 2012 and November 15, 2012. The project was advertised for bid on February 27, March 6, 13 and 20, 2013 in the Wasatch Wave and in the Intermountain Contractor. A prebid meeting was held on March 5, 2013. A public bid opening was held on March 26, 2013 at the Heber City offices. The engineers estimate for the project was \$305,507. The following bids were received:

BD Bush Excavation	\$261,855.00
Silver Spur Construction	\$278,832.00
Spade Excavating	\$286,800.00
Lance Excavating	\$297,434.00
DG Concrete	\$300,872.00
Vancon	\$337,553.50
Condie Construction	\$357,155.41
H&H Excavating	\$415,575.00

The apparent low bidder was BD Bush Excavation. Staff reviewed the bids and found that BD Bush provided all information required in Section 200 of the contract documents. The City has had previous positive experience with this contractor on the 650 South Storm Drain Project and would recommend awarding a contract to BD Bush Excavation.

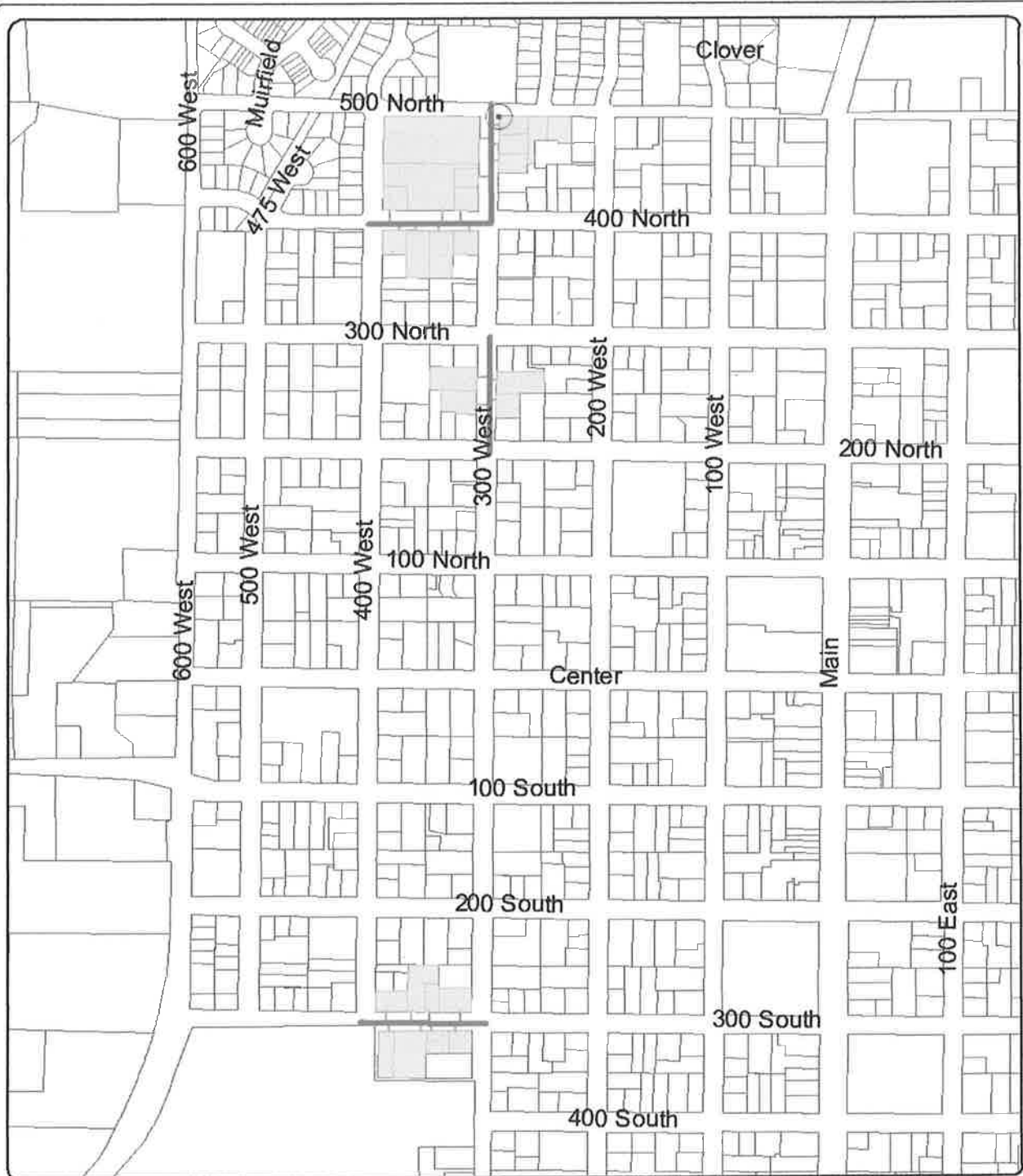
FISCAL IMPACT

The Budget approved for this project in the current Fiscal Year is \$371,000 of which \$255,000 comes from Water Operating Funds, and a CDBG grant in the amount of \$116,266. Approximately \$19,293 has been spent to date on the project for engineering planning and design.

Total engineering design, construction and inspection services are estimated to be \$58,894. The construction cost, if awarded to BD Bush Excavation, is estimated to be \$261,855, for a combined total project cost of \$320,749.





LEGAL IMPACT

None



2012 300 West Phase 2 Waterline

December 2011

-  New Lateral
-  New 8" Main
-  New Firehydrant
-  Beneficiaries



0 300 600 Feet




BID TAB

Heber City

2012 CDBG 300 West Water Line

No.	Item Description	Qty	Unit	BD Bush Excavation Unit Bid Dollars	Amount Dollars	Silver Spur Construction Unit Bid Dollars	Amount Dollars	Spade Excavating Unit Bid Dollars	Amount Dollars	Lance Excavating Unit Bid Dollars	Amount Dollars	DG Concrete Unit Bid Dollars	Amount Dollars	Vanco Unit Bid Dollars	Amount Dollars	Condie Construction Unit Bid Dollars	Amount Dollars	H&H Excavating Unit Bid Dollars	Amount Dollars
1	Mobilization	1	LS		\$17,500.00		\$22,000.00		\$27,000.00		\$10,620.00		\$27,000.00		\$18,500.00		\$32,009.07		\$23,000.00
2	Traffic Control	1	LS		\$5,400.00		\$4,500.00		\$2,500.00		\$1,450.00		\$7,000.00		\$2,500.00		\$11,871.45		\$5,000.00
3	6" PVC C900 DR-18 Water Line	25	LF	\$44.00	\$1,100.00	\$40.00	\$1,000.00	\$28.00	\$700.00	\$40.00	\$1,000.00	\$29.00	\$725.00	\$93.00	\$2,325.00	\$69.19	\$1,729.75	\$60.00	\$1,500.00
4	8" PVC C900 DR-18 Water Line	1,929	LF	\$35.00	\$67,515.00	\$28.00	\$54,012.00	\$30.00	\$57,870.00	\$40.60	\$78,317.40	\$33.00	\$63,657.00	\$36.50	\$70,408.50	\$69.03	\$133,158.87	\$34.00	\$65,586.00
5	8" Gate Valve	10	EA	\$1,570.00	\$15,700.00	\$1,600.00	\$16,000.00	\$1,585.00	\$15,850.00	\$1,619.00	\$16,190.00	\$1,483.00	\$14,830.00	\$2,050.00	\$20,500.00	\$1,630.91	\$16,309.10	\$1,970.00	\$19,700.00
6	Remove and Relocate 6" Gate Valve	1	EA	\$715.00	\$715.00	\$400.00	\$400.00	\$500.00	\$500.00	\$575.00	\$575.00	\$1,000.00	\$1,000.00	\$1,900.00	\$1,900.00	\$1,020.92	\$1,020.92	\$1,000.00	\$1,000.00
7	Connect to Existing Water Line	13	EA	\$1,110.00	\$14,430.00	\$1,750.00	\$22,750.00	\$2,500.00	\$32,500.00	\$1,047.00	\$13,611.00	\$1,200.00	\$15,600.00	\$2,150.00	\$27,950.00	\$1,884.52	\$24,498.76	\$1,350.00	\$17,550.00
8	Fire Hydrant	2	EA	\$4,000.00	\$8,000.00	\$5,200.00	\$10,400.00	\$5,965.00	\$11,930.00	\$5,243.00	\$10,486.00	\$4,050.00	\$8,100.00	\$6,100.00	\$12,200.00	\$4,564.42	\$9,128.84	\$5,020.00	\$10,040.00
9	Plug and Abandon Existing Water Line	12	EA	\$400.00	\$4,800.00	\$800.00	\$9,600.00	\$900.00	\$10,800.00	\$150.00	\$1,800.00	\$500.00	\$6,000.00	\$600.00	\$7,200.00	\$354.31	\$4,251.72	\$850.00	\$10,200.00
10	Pothole Existing Water Line	11	EA	\$270.00	\$2,970.00	\$220.00	\$2,420.00	\$75.00	\$825.00	\$180.00	\$1,980.00	\$250.00	\$2,750.00	\$220.00	\$2,420.00	\$172.71	\$1,899.81	\$200.00	\$2,200.00
11	1" Water Service Lateral Replacement w/Meter Box	21	EA	\$1,850.00	\$38,850.00	\$2,050.00	\$43,050.00	\$2,375.00	\$49,875.00	\$2,245.00	\$47,145.00	\$2,200.00	\$46,200.00	\$2,250.00	\$47,250.00	\$1,916.77	\$40,252.17	\$2,325.00	\$48,825.00
12	1" Water Service Lateral Replacement	3	EA	\$825.00	\$2,475.00	\$1,200.00	\$3,600.00	\$1,000.00	\$3,000.00	\$1,598.00	\$4,794.00	\$1,600.00	\$4,800.00	\$850.00	\$2,550.00	\$871.15	\$2,613.45	\$1,170.00	\$3,510.00
13	1" Water Service Lateral Connection	1	EA	\$740.00	\$740.00	\$400.00	\$400.00	\$500.00	\$500.00	\$506.00	\$506.00	\$500.00	\$500.00	\$500.00	\$500.00	\$681.96	\$681.96	\$500.00	\$500.00
14	Import Fill Material	4,000	TN	\$11.50	\$46,000.00	\$12.00	\$48,000.00	\$8.00	\$32,000.00	\$15.00	\$60,000.00	\$13.50	\$54,000.00	\$18.00	\$72,000.00	\$7.38	\$29,520.00	\$39.00	\$156,000.00
15	Asphalt Pavement Repair	8,500	SF	\$2.50	\$21,250.00	\$3.00	\$25,500.00	\$3.00	\$25,500.00	\$3.20	\$27,200.00	\$4.00	\$34,000.00	\$3.50	\$29,750.00	\$3.34	\$28,390.00	\$3.80	\$32,300.00
16	Untreated Base Course	400	TN	\$16.00	\$6,400.00	\$11.00	\$4,400.00	\$20.00	\$8,000.00	\$24.17	\$9,668.00	\$20.00	\$8,000.00	\$21.50	\$8,600.00	\$25.61	\$10,244.00	\$26.00	\$10,400.00
17	16" Steel Casing	30	LF	\$167.00	\$5,010.00	\$200.00	\$6,000.00	\$165.00	\$4,950.00	\$231.00	\$6,930.00	\$157.00	\$4,710.00	\$250.00	\$7,500.00	\$161.08	\$4,832.40	\$175.00	\$5,250.00
18	8" Water Line Loop	1	EA	\$3,000.00	\$3,000.00	\$4,800.00	\$4,800.00	\$2,500.00	\$2,500.00	\$5,162.00	\$5,162.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$4,743.14	\$4,743.14	\$3,500.00	\$3,500.00
TOTAL BID					\$261,855.00		\$278,832.00		\$286,800.00		\$297,434.40		\$300,872.00		\$337,553.50		\$357,155.41		\$416,061.00

Tab 7

**There are no physical
materials for this
agenda item.**

DEPARTMENT REPORTS

Tab 8

HEBER CITY CORPORATION

STAFF REPORT

MEETING TYPE:	Regular Council Meeting	MEETING DATE:	April 4, 2013
SUBMITTED BY:	Bart L Mumford	FILE NO.:	00000
APPROVED BY:	Mark K. Anderson		
SUBJECT:	CITY ENGINEER MONTHLY REPORT - March 2013		

CIP AND OTHER CITY PROJECTS

Bardole/Stewart Acquisition - 1200 South: Percent Complete: 5%
Retained Summit Engineering to prepare property plat and legal description. Council discussed offer on property.

Broadhead Tank Roof Repair: Percent Complete: 5%
Horrocks Engineers finished design for the roof replacement.
Advertising for construction will be postponed until winter 2013/2014 if funded in FY14 budget.

City Office Complex: Percent Complete: 1%
GSBS and Citizens Committee concept designs have been put on hold while the Council pursues discussions with County on the future of City/County buildings on the existing City block and purchase of land.

Daniel Rd Conn (Heber Pkwy)/HWY 189 (UDOT): Percent Complete: 99%
Performed walk through of project and UDOT's contractor Flat Iron is working on punch list items.

Main St. Pavers / Util - 200S to 200N: Percent Complete: 2%
Council approved increasing budget to \$263,000 to install colored stamped concrete, replace water meters, and install electrical conduit. Horrocks is working on the contract documents to advertise for bids.

Main St. Park Equip / Park Fall Zones: Percent Complete: 2%
Investigated and made selection on fall zone system (turf). Prepared and solicited proposals from playground vendors on equipment. Will make a recommendation to the Council in April.

Road Maintenance 2011: Percent Complete: 99%
Staker Parson completed scheduled work. Installed test treatments on 4 intersections and evaluated how to best repair some of the original chip seal. Decided to let roads go through one more winter and make repairs next summer with other scheduled chip seal work.

Sidewalk Replacement - 100 South: Percent Complete: 5%
Horrocks Engineers completed contract documents and began advertising project. Pre Bid meeting was held March 26, 2013.

Subdivision Bond Work:

Percent Complete: 3%

Council directed staff to call outstanding subdivision bonds at 2/17/11 Work meeting. Evaluating HOG subdivision developer proposal to complete some of remaining work separate from bond. Awarded contract to ACME Construction to complete Majestic Mountain improvements. City Attorney is evaluating options to response to surety claim denial on Gateway 1.

Sewer/Water Replacements 2013:

Percent Complete: 5%

Preparing contract documents for second smaller project to prepare various minor issues; i.e. manholes, belly's, etc. in the City. Council approved adding to project two smaller water line replacements in Main Street to complete work prior to Main St. Paver project.

Water Main Replacement - 300W CDBG 12:

Percent Complete: 8%

Finished design and contract documents. Opened bids on March 26, 2013. Will recommend award to Council in April.

CITY PROJECTS UNDER WARRANTY

▫ *Sewer Outfall - 100 S.:	Expires 12/23/12
▫ Crack Seal 2010:	Expires 08/19/13
▫ Valley Hills Park - Wall Repair:	Expires 09/06/13
▫ Water Main Replacement - 300 W (CDGB):	Expires 12/05/13
▫ Storm Drain & Pond - 650 S:	Expires 12/23/13
▫ Mill Road Estates Park Playground:	Expires 10/19/13
▫ Sidewalk Improvements - 600 S (200E-270E)	Expires 07/25/14
▫ Water Main - SR113 & PRV:	Expires 08/27/14
▫ Muirfield Park Bridge/Trail:	Expires 08/23/14
▫ Road Improvements - 300 W. (100S to 1000S)	Expires 01/28/15
▫ Sewer Maintenance 2010 - Manhole Sealing:	Expires 09/15/21

*Warranty is extended until outstanding issues are resolved.

ENGINEERING MONTHLY PROJECT BUDGET vs CONTRACTS REPORT

March 2013

PROJECT NAME	CITY BUDGET		CONTRACTS		CHANGE ORDERS		TOTAL	Notes
	Approved	Amt	Approved	Amt	Approved	Amt		
Broadhead Tank Roof Repair								
1. Horrocks Engineers	03/27/12	\$460,000	AsNeeded	\$8,000.00				- Evaluation & Structural Report
2. Horrocks Engineers			AsNeeded	\$51,018.00				- Design, CM, & Insp
Subtotal:				\$59,018.00		\$0.00	\$59,018.00	
City Office Complex								
1. GSBS		\$0	06/01/08	\$78,880.00		\$0.00		- On hold no budget approved
Subtotal:				\$78,880.00		\$0.00	\$78,880.00	
Daniel Road Conn / UDOT 189								
1. UDOT/URS	07/01/10	\$80,000						- Project Design/CM by UDOT. Est City contribution \$72k
Subtotal:				\$0.00		\$0.00	\$0.00	
Main St. Pavers / Utilities								
1. Horrocks	02/07/13	\$263,000	AsNeeded	\$33,529.00				- Design / Bid / CM / Insp
Subtotal:				\$33,529.00		\$0.00	\$33,529.00	
Main St. Park Equip & Park Fall Zones								
None	02/07/13	\$213,000						
Subtotal:				\$0.00		\$0.00	\$0.00	
Majestic Mtn - Bond Work								
1. Horrocks Engineers	09/30/12	\$262,784	AsNeeded	\$13,522.00				- Bid doc prep / Inspection
2. ACME Construction			09/20/12	\$173,148.75	10/30/12	\$3,380.00		- Construction Contract
- CO #1					12/03/12	\$0.00		- Replace Curb box, ball valve, & washers
- CO #2			10/02/12	\$1,350.00				- Extend schedule to complete by 5/1/13
3. Blake Allen Fire Hydrant Relocate			Pending	\$34,990.00				- Reimbursed for relocating misconstructed FH
4. Heber City			Pending	\$9,846.00				- Lots 23 & 24 Util Escrow
5. Wheeler Park			Pending	\$3,500.00				- 16" Water Reimbursement
6. Summit Engineering				\$236,356.75		\$3,380.00	\$239,736.75	- Record Dwgs
Subtotal:								
Road Maintenance 2011								
1. Horrocks Engineers	07/18/11	\$3,375,000	04/07/11	\$210,882.00				- Design/CM services
2. Staker Parson Construction			06/16/11	\$3,391,003.00	06/16/11	-\$390,475.00		- Construction Contract
- Reductions/Reimbursements					07/26/11	\$22,385.00		- Add Developer Reimb. and Deducts
- CO #1					08/15/11	\$9,460.00		- Add Crack Seal 11 Ton
- CO #2					05/16/12	\$10,398.25		- Increase 1200 S. Oil Contract
- CO #3						-\$348,231.75	\$3,253,653.25	- Added paving at 2065 S. and 430 E.
Subtotal:				\$3,601,885.00				
Sewer/Water Replacements - 2013								
1. Horrocks	07/01/12	\$343,000	AsNeeded	\$0.00				- Sewer \$195k + Water \$148k
Subtotal:				\$0.00		\$0.00	\$0.00	- Design / Bid / CM / Insp
Sidewalk Replacement - 100 S.								
1. Horrocks	07/01/12	\$149,000	AsNeeded	\$21,306.00				- Design / Bid / CM / Insp
Subtotal:				\$21,306.00		\$0.00	\$21,306.00	
Water Main Replace - 300W CDBG 12								
1. Horrocks	07/01/12	\$371,000	AsNeeded	\$48,637.00				- Design / Bid / CM / Insp
Subtotal:				\$48,637.00		\$0.00	\$48,637.00	

DEVELOPER CONSTRUCTION PROJECTS

RESIDENTIAL

Center Creek Estates Plat A (1200 S. 1200 E.): 32 lot subdivision approved 09/18/08. Extended plat approval expired 09/18/10.

Davis Lot Split (485 S 100 E): 3 lot subdivision approved 07/19/07. Plat recorded 04/08/08. Construction is 0% complete. Council approved deed restricting curb, gutter, and sidewalk which recorded on 4/21/09. On 5/6/10 Council approved substituting Surety bond for cash bond.

Findarle Lot Split (131 S 200 W.): 2 lot subdivision approved 01/04/07. Construction is 20% complete. Need to install services and sidewalk.

Heber Meadows - Ph2 (2600 S. 1200 E.): 23 lot subdivision approved 10/04/07. Waiting for approvals from Planning Commission and Council to record revised plat. Construction was partially completed in Phase 1. Phasing needs to be corrected.

King - Plat A (200 S. 550 E.): 2 lot subdivision approved 09/06/07. Plat recorded 12/19/07. Construction is 0% Complete. Council approved amended plat and construction drawing 10/15/09. Amended plat recorded 09/11/11.

King - Plat B (250 S. 500 E.): 2 lot subdivision approved 09/06/07. Plat recorded 05/08/08. Construction is complete for Lot 1. Lot 2 irrigation and water service needs to be completed.

Meadows at Southfield (500 S. 1200 W.): 46 lot subdivision. New plat approved 10/01/09. Plat approval expired 10/01/10. Developers plat extension request has not yet been approved by Council.

Mill Road Estates 3 - Lake Creek Improvements: Construction is 99% complete. Working on punch list items.

Mill Road Estates 4 (Mill Road and 400 S.): 32 lot subdivision. Subdivision phasing was approved 08/21/08. Extended plat approval expired 08/21/10. Project was resubmitted to the Planning Commission and approved 5/26/11. Anticipate seeking Council approval in 2012.

Majestic Mountain (1040 S. 1200 E.): 25 lot subdivision approved 04/19/07. Construction is 90% complete. Offsite sewer is 100% complete and warranty ended. On 11/18/10 the Council directed staff to pull the bond to finish the subdivision City improvements. Council approved surety settlement offer. Bonding company remitted bond money for completion on September 18, 2012. City awarded contract to ACME Construction. ACME restarted work to complete subdivision.

Mountain Meadows 2 (E. Airport Rd. 111 E.): 2 lot subdivision approved 10/18/07. Plat recorded 04/24/08. Construction is 0% complete.

Noble Vista (770 S. 1200 E.): 23 lot subdivision. Plat recorded 11/13/07. Construction is 90% complete. Subdivision has been taken over by new owner. New bond will be requested prior to restarting. Mill Road improvements are 100% complete and started warranty on 10/06/09. Chris Goode received occupancy for his home on Lot 23 and subdivision was granted partial acceptance.

Red Ledges - Ph1E (Abajo Peak Way): 8 lot subdivision approved 03/21/13. Developer has elected to proceed with improvements ahead of recording plat and bonding.

Red Ledges - Ph1G (1820 E. Center): 3 lot subdivision approved 4/05/12. Plat was recorded 08/10/12.

Red Ledges - Ph1H (Flat Top Mountain Drive): 5 lot subdivision approved 05/03/12. Plat was recorded 08/03/12.

Red Ledges - Ph1J (Flat Top Mountain Drive): 2 lot subdivision approved 06/21/12. Plat was recorded 08/10/12.

Red Ledges - Ph1K (Explorer Peak Dr.): 12 lot subdivision approved 01/17/13. Plat was recorded 03/15/13.

Red Ledges - Ph1L (Copper Belt Dr.): 14 lot subdivision approved 01/17/13. Plat was recorded 03/15/13.

Red Ledges - Ph1M (Red Knob Way): 12 lot subdivision approved 03/21/13. Plat is being recorded.

Red Ledges - Ph2A (2400 E. Lake Creek Road): 11 lot subdivision approved 10/06/11. Plat was recorded 12/15/11.

Shermans Landing (650 S. 1200 W.): 35 lot subdivision approved 10/04/07. Council extended the plat recordation but it expired on 10/04/09. Developer is in the process of revising plans for new affordable housing ordinance and will then resubmit for approval of new plat. Council approved replacing the sewer pump station that would service this subdivision with a gravity sewer through Giles' property or the bypass if easement can be obtained. Canal irrigation line is complete. Subdivision plans will be modified to serve annexations to the North. Met with developer to discuss completion of subdivision.

Stone Creek 1 (800 N. 1300 E.): 125 lot subdivision approved 12/06/07. Extended plat approval expired 12/06/09. Met with developer and project is going to be resubmitted for approval.

NON-RESIDENTIAL

AutoZone (805 S. Main): 1 lot Commercial lot improvement approved 10/06/11. Plat recorded 03/27/12. Development construction is 99% complete. Working on punchlist items.

Gateway 1 (1200 S. Main): 8 Lot Commercial Subdivision. Construction is 90% complete. County will transfer easement for 16" waterline running through the subdivision once they are reimbursed for Highway 40 sidewalk. Need to complete storm water box. Wells Fargo has taken over 4 of the unsold lots. Surety denied City's claim. City Attorney is investigating course of action. Met with Wells Fargo to see if we can jointly complete subdivision improvements.

Gateway 2 (1200 S. 500 E.): 11 Lot Commercial Subdivision approved 08/07/08. Plat approval expired 08/07/09. Wells Fargo Bank has taken over the property.

High School (800 S. 500 E.): Construction is 99% complete on road, water, sewer, and storm water improvements surrounding new facility. Impact fees, water rights, and record drawings have been tentatively agreed to. Discussions continue on bringing closure to the canal grate cleaning. Impact fees are still outstanding on Heber Valley Elementary.

HOG Business Park (1600 S. Daniel Rd.): 4 lot commercial subdivision. Construction is 85% complete. Subdivision has been taken over by new owners. Evaluating original developer proposal to complete remaining work.

Jazabra Commercial Garage (2126 S. Daniel Rd.): Commercial Lot improvement. Construction is 90% complete.

Millstream RV Park (2120 S Highway 40): 151 Unit RV Park approved 05/03/12. Onsite construction is 20% complete. Hwy 40 sewer, water, and fiber optic construction are 70% complete. Met with contractor to restart sewer work and complete project.

Morgan Lot Split (1320 S. Daniel Road): 3 lot subdivision approved 04/17/08. Extended plat approval expired 4/17/10.

Murphy Oil (1000 S. Main St): Gas Station re-approved 03/24/11 by Planning Commission after Kiosk was expanded. Waiting for final construction drawings, bond and inspection fees. Project is on hold by developer.

Ranch Landing Plat B Assisted Living (500 E. 1200 S.): Commercial lot improvement approved 12/06/12. Waiting for agreements to record plat.

Zions Bank (20 North Main) : Commercial lot improvement approved 09/13/12. Waiting for building permit.

DEVELOPMENTS UNDER WARRANTY

- *Silver Ridge (500 E.309 S.) (Punchlist) Expires 06/25/11
- *Red Ledges - Ph1B Cabins (2000 S. Ctr) Expires 09/20/12
- *Red Ledges - Ph2 (2500 S. Ctr) Expires 09/20/12
- Miller (300 S. 100 W.) Expires 06/02/13
- Liberty Station (300 W. 1000 S.) (1yr) Expires 08/01/13
- Walmart (1000 S. 300 W.) Expires 08/17/13
- Nordgran (94 N. 500 E.) Expires 08/22/13
- Aspen Pointe (600 S. 1200 E.) (1yr) Expires 08/27/13
- Elmbridge (705 N 100 W) Expires 09/20/13
- Ranch Landing Plat C Sr.Center (500 E.1200 S.) Expires 09/28/13
- Head/Telestar (Hawbrook 850 S. 115 W.) Expires 10/09/13
- **Birmingham Commercial (100 S. 801 W.) Expires 12/07/13
- Rooftop Anchors (800 S. 430 W.) Expires 12/07/13
- Valley Station Ph1 (Pads A-F) Expires 12/22/13
- Red Ledges - Ph1C (2000 S. Ctr) Expires 01/26/14
- Red Ledges - Ph1D (2000 S. Ctr) Expires 01/26/14
- Red Ledges - Ph2B (607 N. Haystack Mtn Dr.) Expires 11/02/14

*Warranty is extended until outstanding issues are resolved.

**Reduced warranty period. Schedule warranty walk thru in Aug 2012.

OTHER HIGHLIGHTS

Training: None

MEMORANDUM

To: City Council
Cc: Mark Anderson
From: Karen Tozier
Subject: March Monthly Report
Date: March 28, 2013

- **Mark Miller requests approval of proposed Plat Amendment to the Miller Lot Split located at 355 South 100 West**

The Commission unanimously recommended approval of the proposed plat amendment for the Mark Miller Lot Split located at the southeast corner of 300 South and 100 West, as being consistent with the requirements of Chapter 18.60 R-3 Residential Zone.

- **Millstream Properties, LLC requests Final Commercial Development Approval for a 4,000 square foot addition located at 1969 South Wendell Lane**

The Commission unanimously approved the proposed 4,000 square foot industrial addition for property located at 1969 South Wendell Lane as consistent with Heber City Code, Section 18.72.030 J. Parking, and Chapter 18.44 Industrial Zone, conditional upon the addition being consistent in color with the existing roof and existing walls.

- **Discuss the sign ordinance and electronic readerboard (LED) signs**

The Commission debated issues relating to signs. Past discussions and philosophies regarding signs and electronic readerboards were brought up and discussed further. The Commission decided to wait until further direction is given to them on this issue.

- **Discuss Tree Board related issues**

In discussing potential updates to the tree ordinance various tree species and problems with those trees were discussed; problems associated with trees planted in planter strips were also discussed. In order to avoid having trees taken out later, the Commission thought that a list of trees should be distributed to residents so they would know what tree species to plant and what not to plant and that perhaps some information could be put in the newsletter or Mayor's corner as well. Status of the tree advisory committee was also discussed briefly.

The following Business Licenses were approved this month:

Heber City Corporation

Business Register - New Businesses - March 2013

Business Name	Business Type	Address	City	State	Zip	Business Phone	Business Start
A Balanced Life Chiropractic	Offices of Chiropractors	175 North Main #102	Heber City	UT	84032	435-709-8004	3/11/2013
Business OutsourceServices	Bookkeeping Services	635 East 250 South	Heber City	UT	84032	435-655-5242	3/18/2013
Christian Center of Park City dba Heber Valley Center Stage	Used Merchandise Stores	55 East Center Street Suite 180	Heber City	UT	84032	435-649-8860	3/12/2013
Connor Heating & Air	Contractor - Plumbing, Heating and Air- Conditioning	440 West 200 North	Heber City	UT	84032	801-889-7885	3/19/2013
Gregory T Hall	Solicitor/ Door to door retail merchandise	1125 Valley Hills Blvd	Heber City	UT	84032	435-503-0884	3/20/2013
Inform Architecture	Architectural Services	315 East 200 North	Heber City	UT	84032	435-512-0415	3/12/2013
Wasatch Community Counseling	Offices of Physicians-Mental Health Specialists	150 North Main	Heber City	UT	84032	435-709-8849	3/19/2013